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## **MEMORANDUM**

To: Department Heads  
Title VI Personnel

From: M. J. Thomas   
Director, Title VI Compliance Program

Re: Title VI State Policy Guidance #11-01: Training of Departmental Staff

Date: May 4, 2011

All executive branch departments are required to train its staff and subrecipients, to include contractors and grantees on the provisions of Title VI. A number of departments received findings for not training its staff; therefore, this guidance is being issued for clarification.

In accordance with Section 11 of the Title VI Implementation Plan Guidelines, the implementation plan should include sufficient information to describe the training program and the total number and percentage of staff trained.

For the purposes of recordkeeping, departments may verify training in the following ways:

1. In-person training - use sign-in logs indicating date(s) of training and location (an agenda should be included in the implementation plan);
2. On-line or computer-based training - generate an identification number to verify that an employee has completed the objectives of the training; or,
3. Conference call training - verify the event through minutes along with a roll call or other means of monitoring participation.

Title VI training that is provided in any manner not listed above must be approved by the Tennessee Human Rights Commission or the department may be subject to a finding for not adhering to state policy. Find as an attachment an outline of suggested topics for Title VI training.

If you have additional questions, I may be reached at (615) 532-4882.

**Tennessee Human Rights Commission**  
**Title VI Compliance Program**

THRC Title VI State Policy Guidance #11-01 (May 2011) - Attachment

**SUGGESTED TOPICS FOR TRAINING UNDER**  
**TITLE VI OF THE CIVIL RIGHTS ACT OF 1964**

Content of Title VI Training should include but is not limited to the following topics:

1. Overview of Title VI of the Civil Rights Act of 1964
  - a. Protected classes (race, color and national origin)
  - b. Definitions
    - i. Federal financial assistance
    - ii. Recipient, Subrecipient (e.g. contractor/subcontractor/ grantee) and Beneficiary
    - iii. Disparate Treatment vs. Disparate Impact
2. Examples of discriminatory practices that could occur within the context of the programs and activities administered and operated by the department
  - a. Denying an individual any service, financial aid, or benefits
  - b. Providing a different service, aid or benefit, or providing them in a manner different than they are provided to others
  - c. Segregating or treating individuals separately in any manner related to receiving program services or benefits
  - d. Retaliation
  - e. National Origin/Limited English Proficiency (LEP) Discrimination
3. Policy & Procedure
  - a. Nondiscrimination Policy Statement
  - b. Complaint procedures
  - c. National Origin/Limited English Proficiency (LEP) Policy
4. Public Notification & Outreach
  - a. Public notification of relevant programs and/or activities
  - b. Notice of right to file a complaint
  - c. Minority participation on planning boards and advisory bodies, if applicable
5. Reporting Obligations
  - a. Source of federal funding
  - b. Assurances signed by the department
  - c. Purpose of data collection and analysis
  - d. Filing of the Title VI Implementation Plan with state and/or federal entities

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*If a department has subrecipients, then the department must incorporate the topics listed below into the overall training/presentation. A compliance review is conducted by a department to determine whether programs and activities of subrecipients are administered and operated in compliance with Title VI.*

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Subrecipient Training

1. Compliance Review
  - a. Purpose
  - b. Pre-/Post-award Procedure
    - i. Compliance assessment/self-survey to be completed by subrecipients
    - ii. Assurances and/or contractual terms signed by subrecipients
    - iii. Procedures for noncompliance by subrecipients
    - iv. Training requirements for subrecipients
2. Reporting Obligations
  - a. Obtaining from subrecipients racial and ethnic data showing the extent of participation by beneficiaries in federally assisted programs and/or activities
  - b. Filing of Title VI Implementation Plans or other Title VI reports by subrecipients
3. Public Notification & Outreach